

## ATTENDANCE

### *Length of Instructional Day*

The Early College day starts at 9:00 am, everyday, and ends at 4:15 pm, Mondays –Thursdays and 12:30 on Fridays. The Craven County Policy states that students are counted present if they are at school until 1:45 p.m. and/or 80% of the class period. **For example:** If you attend a 1 hour 10 minute class such as Biology or Algebra II you will need to be present in class for 1 hour to receive credit for attendance. We discourage late check-ins and early check outs as valuable instructional time will be missed.

### *Attendance Process*

We will be following attendance carefully. Attendance will be taken in each class. Parents and students must keep records of all absences (court documents, doctor's notes, etc.) **Please refer to the Craven County Policy and Regulation Manual for attendance policies.**

### *Extended Illness*

In the case of an extended illness of more than two days, please call Craven Early College at 637-5706 to report the status of the student. You may request information on assignments at that time. Be sure to check for assignments on-line. Students are also expected to contact their college instructors concerning absences. It is not the responsibility of Early College faculty and staff to contact college instructors concerning student absences.

### *Leaving and Returning to Campus*

No student is to leave the campus during school hours without permission from the Dean, Counselor, College Readiness Coordinator or Administrative Assistant. Parents must sign students in or out during the school day in the Early College Office. **Phone requests will not be honored.** Please try to schedule appointments after school if possible. We have early dismissal every Friday which could be a good time to schedule appointments. College instructors should be notified if student is going to miss their class.

**Students may not go to their car during the Instructional Day.** Consequences will be determined by the Dean.

### *Skipping*

Letter from the Dean...

Craven Early College strives daily to educate each and every student to the best of our ability. It is also our responsibility to maintain the safety of every student. As I have stated before, I sincerely believe that we are on the safest campus in the county, although we do have over 3,000 students gracing our campus on a daily basis. With that being said, there is still an area of concern that must be addressed immediately so as not to compromise the safety of any of our students.

Unfortunately, we have had some students who have chosen to skip their college classes occasionally, and consequences have been appropriate for students who committed the infraction. We do not have the man power to follow our students to class, as we have hundreds of students taking many different college classes. Therefore, we have to rely heavily on the fact that our students are trustworthy and mature enough to attend their college classes as scheduled. This is not happening for all our students, and there lies the concern. When students do not report to their class, they can literally be anywhere on or off campus and we are unaware of their whereabouts. This type of action presents a huge threat to their safety.

I have attempted numerous consequences to curve this negative behavior, and nothing seems to have worked thus far. Therefore, I have decided to implement clear consequences for the infraction of skipping a college class:

- **1<sup>st</sup> Offence – One Day Suspension**
- **2<sup>nd</sup> Offence – Two Day Suspension & Warning of Transfer**
- **3<sup>rd</sup> Offence – Recommendation for School Transfer**

It is imperative for our students' safety, that we know where every student is at all times. Not being in the appropriate places severely jeopardizes that safety. Parents, please speak to your child about leaving our building and going to their scheduled college classes. When that class ends, they should return in a timely manner back to our home location, Bender Building.

## **ARRIVAL AND DEPARTURE OF STUDENTS**

**Students may not come on campus prior to 8:00.**

Students arriving prior to 8:50 am should report to the following areas unless the student is in a college class.

- **Freshmen-** A Freshmen classroom or CEC picnic area.
- **Sophomores-** A Sophomore classroom or CEC picnic area.
- **Juniors and above-** Student Center area or Courtyard; however, tardies to first class will result in loss of this privilege.

**At 8:50 am all students should report to class.**

Cars should drop off and pick up students in front of CEC Building (G or Bender Building). Any student with morning Student Center privileges may be dropped off at the fountain area. **Student drivers must park in parking lots other than CEC Building parking lot.** CEC Building parking lot will be reserved for CEC faculty/staff and CCC's Basic Law Enforcement students and faculty.

When school is dismissed, all students should leave campus immediately unless school staff members have obtained written notification of a student's staying for a purpose. **All students will be off campus by 4:45 unless attending a supervised school activity.**

**If your child is to go home by a way other than bus or car, we should have written documentation of that permission. Any changes in the pick up person should be in writing. We discourage your allowing your child to walk home as Glenburnie Road is unsafe for walking and could result in your child's being approached by people who intend harm. We will not release the student without your directions in writing. All notes need to be turned in before lunch and approved before the end of day!**

## **TARDIES**

### **Operational Definition of Tardy**

A student is tardy when he or she is not in his or her seat ready to work at the designated time of the schedule. The student is responsible for being aware of the time. The student needs to communicate with a teacher before going to another location, such as the bathroom or administrative office.

Any student attending a college class must adhere to the stated tardy policy in the syllabus.

### **Tardy Consequence Process**

**First Tardy**-Teacher records the tardy.

**Second Tardy**-Teacher emails or calls parent, informs them that the second tardy has occurred, and reminds parent of possible consequences.

**Third Tardy**- Freshmen: Lunch Detail with administrative team for one week.  
Sophomore and Juniors: Loss of all Student Center privileges for one week.

Continued tardies will result in other consequences determined by the Dean.

### **BUS TRANSPORTATION**

On the following dates students need to provide transportation from school to home:

**Friday, October 7, 2011**  
**Friday, November 10, 2011**

**Friday, February 17, 2012**  
**Friday, March 9, 2012**

**Wednesday, Thursday, & Friday, May 9-11 2012 (EOCs)**

***In the case of an emergency (extreme inclement weather, flooding, etc), students may have to be picked up at the school due to bus transportation being used by traditional schools.***

### **BUS REGULATIONS**

Under North Carolina law, the driver of a school bus shall have complete authority and responsibility for the operations of the bus and maintaining of good order and conduct on the bus. The same conduct standards apply to a bus, as they do at school. Some Craven Early College bus routes are extremely long, but students are expected to behave the same for the driver as they would any staff member. Misbehaving on the bus shall put a student's status at Craven Early College in jeopardy. The bus driver will report to the Dean all misbehavior.

For the safety of all riders, a student will be required to:

1. Be courteous, considerate and show respect.
2. Enter and leave without pushing or crowding.
3. Remain in one's seat for entire trip.
4. Use a reasonable tone of voice.
5. Keep the bus clean.
6. No open food or drinks.
7. Fighting will not tolerated.
8. Do not tamper with the equipment.

## LUNCH

Lunch is ordered at the beginning of the day. It will be brought to Craven Early College from H. J. MacDonald Middle School just before the first lunch session. Craven County Child Nutrition services will provide a staff member to collect money and serve lunches. Child Nutrition will keep lunches appropriately cooled or warmed until the students consume them. Students may bring their lunches as well.

## EMERGENCY AND HEALTH CARE

Please be sure we have accurate health and emergency information. We need current phone numbers and emergency contacts. If this information changes during the school year, alert Mrs. Quinn **in person** immediately.

Mrs. Quinn will also coordinate the administration of medicine during the school day. A physician's signature is required on the Physician's Authorization of Medication for a Student at School Form.

Students may bring over-the-counter analgesics as long as they are in the original container with directions.

**Students shall never give medication to other students.**

## SAFE SURRENDER LAW

According to this law, an infant up to 7 days old can be surrendered to a responsible adult, and the baby will be placed in a loving home. There are no legal ramifications for this act.

## DRESS CODE

Students are responsible for using sound judgment in dress, grooming, and personal hygiene so that health and safety problems are not created and the educational process is not disrupted. The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe or otherwise inappropriate. All staff shall abide by and enforce district dress code. We understand that the college dress code is more lenient, but we will follow district policy.

### Dress Code Regulations:

1. The shoulder width of shirts or blouses must completely cover undergarments; **shirts with sleeves are required at CEC**. Spaghetti strap tops or dresses, tube tops, exposed bras, inappropriate athletic clothing or tank tops are not acceptable.
2. Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes and dresses or other revealing attire (i.e. exposing cleavage) are not acceptable.
3. Dresses, skirts, or shorts must be lower than mid-thigh.

4. Pants and shorts must be worn at the waistline. No underwear shall be revealed.
5. Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
6. Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol- or drug-related, offensive, inflammatory or inhibitive to the instructional process are not allowed.
7. No clothing that displays or promotes drugs, alcohol, sex, or violent behavior is permitted.
8. No gang-related clothing, accessories, or symbols as identified by local law enforcement agencies will be allowed.
9. There will be no jewelry affixed to a student's nose, tongue, lip, chin, cheek, or eyebrow.
10. No sleepwear is to be worn.
11. Shirttails must be of an appropriate length.
12. **Shoes are required. Students are not allowed to participate with flip flops or barefoot in physical activity. Leather and more substantial flip flops are allowed.** Rubber flip flops are not allowed for safety reasons.

Improperly dressed students will not be allowed to attend class until they have changed into appropriate attire. Parents will be called to bring appropriate clothing.

### **BEHAVIOR EXPECTATIONS**

**Attendance at Craven Early College is a privilege, and we intend to uphold the integrity of this program by maintaining those who truly want to be here and want to learn in a threat-free environment where others do not continually interrupt the instructional process.**

Craven Early College students will be expected to have exemplary behavior. From time to time students may make poor choices, and we will provide appropriate consequences while notifying parents of our efforts.

If an offense occurs that relates to safety (i.e. not being in the right place or not following directions), respect to a staff member, or maturity on campus; a staff member will contact a parent immediately requesting a Warning of Transfer Conference to insure the incident will not happen again. A second offense **shall** result in that child returning to the appropriate high school in his or her attendance area. **Disrespect to a staff member shall not be tolerated. PLEASE REFER TO THE PARENT COMMITMENT AGREEMENT FOR MORE SPECIFIC EXAMPLES.**

**In the event of an incident that threatens another student or staff member (verbally or in body language), results in an assault of ANY kind, involves a weapon or use of an object to do harm, starts or engages in a fight, or inflicts harassment or taunting of a student, the student(s) will**

**immediately be referred to the Superintendent for transfer back to his or her attendance area high school.**

We do not have the alternative facilities for behavior modification that the traditional high schools possess, and if a student is displaying these behaviors, the student will receive more appropriate treatment in those settings.

### **SAFETY PLAN**

Craven Early College and the Craven Community College Security Team will be working together to develop a plan of safety that will address parent and student concerns, the state requirements, the district requirements, and the standards for the community college system. Your feedback on issues of safety is always welcome, and we will include parents in the development of that plan.

**We will conduct Fire, Tornado, and Code 300 Drills as mandated by the state and district.**

**Please note:** Students may encounter drills in their college classes and should follow all safety procedures set forth by Craven Community College staff members.

### **ELECTRONICS**

According to Craven County Policies and Regulations, the possession or use of beepers, scanners, cell phones, iPods, and similar devices during school and school-related activities is prohibited. Students who use the devices will be subject to disciplinary action. Students may not have cell phones turned on anytime during the school day. All beepers, scanners, and/or similar devices **that are confiscated** will be turned over to the Dean.

If a student is **seen or even suspected of using a cell phone to take pictures**, the cell phone will be confiscated. A conference will be held to determine if the phone can be returned. This activity can be determined to be a criminal offense, and if so, law enforcement will be called.

Personal electronic devices such as CD players, MP3 players, iPods, and Gameboys are prohibited as well unless approved by a staff member. These items are targets for theft and only inhibit the instructional progress of the day. These devices may be used from time to time for instruction, but the devices will be provided by the teacher.

**Multiple infractions of this policy will not be tolerated and the student's status at CEC may be in jeopardy.**

### **COMPUTERS**

Students will be issued a laptop if the insurance fees are paid and if the parent has attended a parent orientation focused on safety and monitoring the use of the laptop.

The responsibility of each student is be sure the laptop comes to school each day, and that he or she has all attachments to insure proper use (battery charger, etc).

A wireless system has been installed by Craven County Schools for internet use and is monitored closely. The college does not have to monitor campus computers so thoroughly. **No student is to use a college computer unless directly supervised by an adult.** This is to ensure that students are not accessing inappropriate sites.

The **monitoring** of computer use for school students is **mandated by law**.

**Please note: All laptops will be subject to scheduled maintenance and random checks for violations of the computer policy. Repeated violations of the computer policy (accessing inappropriate sites) will result in severe consequences and could be detrimental to the enrollment of the student in CEC.**

Lap tops should be closed at the request of any instructor to insure instructional focus. The use of lap tops in college classes is contingent upon the course and the instructor.

### **STORING PERSONAL ITEMS DURING THE DAY**

Students' laptops will go with them at all times. All other items must be stored in a backpack or in the rack below the desk. It is our intent to reduce the number of textbooks required, but we will assess this process throughout the year.

### **CAMPFIRE**

Campfire is an instructional class, therefore class attendance is required and tardies will be subject to the tardy policy. Students will be discussing college readiness, study skills, organization, good habits, character education, concerns, celebrations, and task completion.

**Campfire is considered a crucial part of success at CEC.**

### **GRADE LEVEL TEAM EXPECTATIONS**

Each grade level team has developed expectations for behavior, homework, make up work, and etc. These expectations will be posted on our website. Syllabi will be given out the first day of class. Students and parents are expected to read and adhere to each grade level teams' stated expectations.

### **HOMEWORK**

Craven Early College will follow the homework policy of Craven County Schools. CEC homework and tests look different from the middle school. We encourage engaging homework and we will be asking students to "drop" or email assignments (just like an online course) to their teachers throughout the year.

Practice homework shall not be graded for accuracy. A student may receive a grade for completion per instructions of the teacher. Research or long term projects may be graded, but a rubric for scoring will be provided at the onset of the project.

In Grades 9-12, district policy states that homework should be based on a student's need and ability up to a maximum of 30 minutes per subject or 10 hours per week for all subjects. All of our classes are Honors classes due to increased "rigor" so some assignments may exceed this time. This does not include independent reading.

**If your child is consistently spending excessive time on homework, please communicate with your child's teacher.**

We also encourage students themselves to communicate with their subject teachers if they are experiencing problems with homework, or any procedure during the day. For example, if a student is up until midnight consistently, the student needs to talk to the respective teacher. Or if a special need arises, a student and teacher may mutually negotiate assignment criteria.

## PROMOTION AND RETENTION

Craven Early College will use the following grading scale.

A	=	100-93
B	=	92-85
C	=	84-77
D	=	76-70
F	=	69 or below

Students shall be required to obtain proficiency scores of III or IV on the Algebra I, English I, Biology, Civics and Economics, and US History EOC's to receive a diploma in the state of NC.

Juniors must complete all parts of the NC Graduation Project (research paper, product, portfolio, and presentation). If any part is not completed to satisfaction, that student will not be enrolled in college classes until that part is proficient.

Craven Early College will use an array of assessment tools to guide student progress. Please watch for scoring rubrics that we will use throughout the year.

## ACADEMIC FRAMEWORK

The three key skill requirements for your child to be successful in the global workforce of this era are writing, team work, and problem solving. We will teach them to access information, and we will start on their job skills from year one.

Craven Early College possesses one of the most unique curriculum designs in the state. We will promote rigor by teaching through projects and problem solving as well as traditional methods.

**Campfire** offers help with making decisions, study skills, and learning organization. We will also use this time for family celebrations and village meetings.

**World Dynamics** will integrate Honors English I, Honors Earth Science, and Honors World History to help the students to see how skills connect just like they do in the real world. Our jobs do not separate subjects into compartments. We are expected to integrate all of our skills for each task in the workplace.

**The Forum** will integrate the Honors Civics and Economics curriculum with the World Literature and Writing objectives of Honors English II.

**College classes** will start students on the college journey and their currently desired pathways. These pathways may change, but for right now their college classes are aligned in those directions so they will not lose credit down the road.

**Seminar** is time during the day where students will receive support with completing college classes, high school assignments, organizational skills, time management, and on-line components of any class.



## **FULL-TIME HIGH SCHOOL ENROLLMENT**

In order to maintain full-time high school enrollment, students must be enrolled in four (4) courses each semester. These four courses could include: high school courses taught by Craven Early College faculty, high school courses taught online via North Carolina Virtual Public School, or Craven Community College courses.

Withdrawing or dropping courses, going below full-time enrollment status, or the lack of successful completion of the Graduation Project can have serious consequences for high school students. NC DMV must revoke a NC driver's license based on the school's notification of inadequate progress towards graduation, which can include not meeting full-time enrollment status or completion of high school graduation requirements (graduation project) or failing multiple courses. The drop below full-time enrollment status can also affect the student's eligibility as a dependent for health insurance coverage (medical/dental/etc).

## **CLUBS AND ACTIVITIES**

Student clubs will be developed to meet student needs. All students are encouraged to participate in a CEC club. These clubs are developed to promote social, academic, and leadership growth in all students.

Students may join approved college club organizations beginning their **junior year with permission from the Dean.**

## **PARENT INVOLVEMENT**

Craven Early College's parent organization is STAR (Students Teachers Association Resource) Their mission is to help support the work of CEC faculty, staff, and students. All parents are encouraged to participate. Parent representation is also needed on our Cabinet.

We encourage parent and student feedback. Please provide us with your ideas for improvement and we quickly respond.